

Department of the Army
Headquarters, U.S. Army
Industrial Operations Command
Rock Island, IL 61299-6000

*IOCR 1-2

03 MAY 1996

Administration

STAFF DIRECTORY CHART

Applicability. This regulation applies to all Headquarters, U.S. Army Industrial Operations Command (HQ, IOC), elements and subordinate installations and activities.

Decentralized printing. All IOC installations are authorized to locally reproduce this regulation.


Supplementation. Supplementation of this regulation and establishment of local forms are prohibited without prior approval from Commander, HQ, IOC, ATTN: AMSIO-RMM, Rock Island, IL 61299-6000.

Suggested improvements. The proponent of this regulation is the HQ, IOC, Manpower and Force Management Division. Users are invited to send comments and suggested improvements to Commander, HQ, IOC, ATTN: AMSIO-RMM, Rock Island, IL 61299-6000.

Distribution. Distribution of this regulation is made IAW requirements submitted by IOC organizations (stocked/issued by Rock Island Arsenal, ATTN: RSSC-PSP).

FOR THE COMMANDER:

Official:


JESSE A. ESLICK
Deputy Chief of Staff
for Resource Management

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1. Purpose. This regulation provides guidance and prescribes responsibility pertaining to the preparation and distribution of staff directory charts.

2. General.

a. The staff directory chart is not an official organization chart. It does, however, reflect the general organizational structure and affords a ready reference to key organizational elements and personnel as well as provide other pertinent administrative information.

*This regulation superseded AMCCOMR 1-5, 8 Aug 88.

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b. The format and size of the staff directory chart is not prescribed; these will vary due to the number of organizational elements reporting directly to the Commander and other organization breakout. Organizations will determine the most economical size consistent with clarity and readability. When possible, charts will be reduced in size to facilitate handling and to conserve paper stocks.

c. Each staff directory chart should contain a block indicating the proponent, mailing address, and DSN/commercial telephone numbers for easy reference.

d. Printing and distribution of staff directory charts will be limited to quantity required to meet valid internal and external requirements. Distribution lists will be screened and updated prior to new printing.

3. Responsibilities.

a. The Deputy Chief of Staff for Resource Management, HQ, IOC, AMSIO-RMM will:

(1) Issue a new HQ, IOC, staff directory chart when there is a change in the composition of the command group, significant organization changes, or realignment of personnel in key positions.

(2) Prepare the chart through division level, and include the name and telephone extension of DCSs, division/office chiefs, and authorized deputies. Office symbols (IAW AR 340-9 as supplemented) and cost centers will also be included.

(3) Arrange for printing and distribution.

(4) Determine requirements for all HQ, IOC, staff directory charts distributed within IOC.

(5) Determine requirements for all HQ, IOC, staff directory charts distributed within Department of the Army (other than IOC).

(6) Determine requirements for subordinate organizations' staff directory charts distributed within IOC, and provide SAI-PSP a formula for distribution.

b. Each subordinate commander will:

(1) Issue, at least annually, a current staff directory chart for his/her organization, prepared through division/branch level, as appropriate. Three copies of this chart will be provided directly to Commander, HQ, IOC, ATTN: AMSIO-RMM, Rock Island, IL 61299-6000.

(2) Provide additional copies of staff directory charts as specified by AMSIO-RMM to the Ratheon Services Support Company, ATTN: RSSC-PSP.